

Figure 1

Sample Institutional Characteristics Report

1. **Institution Name:** ABC Technical Training School, Montgomery AL
2. **Address:** 123 First Ave, Montgomery AL 36108
3. **Commandant Chief Administrative Officer Rank and Name:** CMSgt John Faulk
4. **Telephone:** DSN 493-3854 Coml (334) 953-3854, Fax 2387
5. **Date Chartered or Authorized:** 1 January 1995
6. **Agency Authorizing Institution:** US Air Force
7. **MAJCOM, DRU or FOA Authorizing CCAF Affiliation, Contact Rank/Name/Title, Address, E-mail Address, DSN:** Charleston AFB SC, Colonel Jane Downs, Director, Communications and Information, downsj@charleston.af.mil, DSN 673-3948
8. **Date First Enrolled Students:** June 1995
9. **Date First Graduation Class:** August 1995
10. **Courses Offered (include all courses at the school)**

Course No. & Title	Course Length	Average No. USAF Enlisted Students	Average No. Other Students
CCAF course code: 965ASO30XXX-000 Team Chief Course	80 hrs	84	0

11. **Primary Faculty List (include all faculty such as enlisted, officers, civilians, or contractors):**

Name	Rank	SSAN	Highest Degree Held	Courses Taught
James Adams	MSgt	453-56-7384	Associate's	Team Chief and Project Engineering
Joshua Michaels	TSgt	385-26-2957	Bachelor's	Team Chief and Project Engineering

12. **Mission & History:**

Provide detailed information on the mission and history of the organization. Provide details of the faculty and staff for the schoolhouse, including information on facilities, classrooms and library materials.